

Facility Specific Info  
Business Name  
Mailing Address

Dear Child Care Provider,

AN IMPORTANT CHANGE TO YOUR ABILITY TO CARE FOR CHILDREN IN THE WISCONSIN SHARES PROGRAM MAY TAKE EFFECT ON **[insert YS date]**.

This letter is to inform you that all Wisconsin Shares child care authorizations to your facility, **[insert business name]**, will end on **[insert authorization end date]** if the YoungStar Contract Renewal is not received on time at the Local YoungStar Office. This application was mailed to you from the Department of Children and Families 30 days ago.

Participation in the YoungStar program is a requirement of the Wisconsin Shares program.

If you do not return the YoungStar Contract in a timely manner, all Wisconsin Shares authorizations will end, and payments will not be made for care provided beyond the authorization end date.

All parents with authorizations to your child care center will be sent a letter informing them their authorization may end as of **[insert authorization end date]**. Please communicate with these families to let them know whether you intend to continue participation in the YoungStar program.

Once the YoungStar Contract is received and processed at the Local YoungStar Office, parents no longer need to be concerned with their authorizations ending due to the YoungStar renewal process. To ensure continuity of care for the families at your facility, please return all forms as soon as possible.

Please direct any questions regarding the application materials to your Local YoungStar Office at <http://dcf.wisconsin.gov/youngstar/map/default.htm>.

For more information about YoungStar, please visit: <http://dcf.wisconsin.gov/youngstar/>.

Sincerely,